

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE CT Hwy Maintenance Wkr	OFFICE/BRANCH/SECTION D4 North Bay Region	
WORKING TITLE Highway Maintenance Worker	POSITION NUMBER 904-610-6287	REVISION DATE 02/14/2022

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the supervision of a Caltrans Maintenance Supervisor or Maintenance Leadworker, the incumbent performs work and operates equipment associated with maintaining highway assets including, but not limited to: paving, pothole patching, mowing, removal of debris, crack sealing, guardrail repair, traffic control, general custodial duties at maintenance stations, operating Category 3 vehicles requiring a Class C driver's license, such as light trucks, automobiles, highway maintenance/construction equipment. May operate Category 2 equipment if properly licensed. Incumbent may be required to work alone or with other crew members and is expected to accomplish and set priorities with a reasonable degree of independence.

CORE COMPETENCIES:

As a CT Hwy Maintenance Wkr, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty :** Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety First - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Integrity)
- **Continuous Professional Development:** Seeks to obtain knowledge and improve performance while supporting others in doing the same. (Cultivate Excellence - Engagement)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety First - Engagement)
- **Fostering Diversity:** Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Safety First - Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First - Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First - Engagement)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Perform manual tasks associated with maintenance of State highways, including the use of shovels, pitchfork, handsaw, sledge hammer, various wrenches, jackhammer, digging bar, chainsaw, rake, weed eater, broom, litter pickers and other common hand tools. Work may involve heights above 10 feet, cleaning or inspecting culverts, ditches and drains, working steep or uneven terrain, paving and pothole patching bridge and pump hose repairs, maintaining and operating vehicles requiring a Class C driver's license, patrolling highways during stormy weather clearing slides, removing fallen trees and performing flood control.

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40%	E	Remove debris and dead animals from roadway or shoulder of State highway. Cut trees and brush along shoulder for safety and sight clearance. Perform weed control using both manual and power tools. Install delineation and Post Mile markers along shoulder of State highway. Install and maintain lane closures, perform traffic control including setting cones and operating 2-way radio.
5%	M	Perform custodial duties such as emptying trashcans, sweeping barn and crew rooms, cleaning bathrooms and replenishing supplies. Perform minor equipment repairs and keep tools and equipment clean.
5%	M	Attend required and on the job training and/or training that may involve travel.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
This position does not supervise.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of safety practices, traffic regulations, operation and care of equipment. Knowledge of traffic control for moving and stationary operations. Ability to learn to operate equipment and tasks associated with maintaining State assets. Ability to assess circumstances and act appropriately according to training or reason.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Caltrans employees and the public safety, personnel grievances, violation of health, safety or departmental standards, not meeting maintenance program objectives, torts, personnel injuries, substandard work quality, unnecessary expenditures, inefficient and unnecessary use of resources, unsafe conditions and adverse action.

PUBLIC AND INTERNAL CONTACTS
Employees must be capable of maintaining good internal relationships with fellow employees and be able to answer general questions from the traveling public, however, no routine public contacts are assigned.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS
Incumbent must be physically capable of utilizing hand tools and manual digging tools, be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push, pull, and reach above their head in order to load vehicles, be able to walk and /or work on uneven terrain and highly sloped areas, be able to work above ground at heights above 10 feet, be able to work in confined spaces, be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable, have the skills and ability to resolve emotionally charged situations, reasonably and diplomatically interact with the public or other employees, be able to cope with pressure and maintain focus during an emergency, and act appropriately. Incumbent may be required to wear a respirator and pass a respirator physical.

WORK ENVIRONMENT
The incumbent may expect to work in all types of weather with temperatures ranging from 20 to 100 degrees, strong winds, rain, fog, sleet, and flooding; may be exposed to poison oak, insect bites, loud noise, dust, chemicals, flying debris, high speed vehicle traffic adjacent to the work zone, and moving construction equipment in the work zone, and other environmental conditions associated with highway maintenance. The incumbent may be required to work at heights greater than 7 feet, remove homeless debris and dead animals, work in confined spaces, travel and stay overnight to attend mandatory classes, respond to emergencies after and before their shift, weekends and holidays, change their shift due to departmental necessities, i.e., floods, earthquakes. Incumbent will be required to wear safety equipment such as earplugs, hard hats, proper footwear, and safety glasses.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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